

Ferris State University
Deans' Council
Minutes
August 17, 1999

Present: Barbara Chapman, Bill Potter, Doug Haneline, George Waldheim, Jim Maas, Isabel Barnes, Ian Mathison, Richard Cochran, Al Lewis, Sue Hammersmith, Tom Oldfield

Absent: Bruce Forintos, Nancy Cooley, Paul Prins

Handouts: Agenda
Management & Use of University Instructional Space
Adjunct Clinical Faculty Approval
Post-Course Retention of Student Work by Instructor
Flyer - Eighth AAHE Conference on Faculty Roles & Rewards
Proposed Academic Initiatives - Confidential Draft
Academic Plan - Proposed Academic Affairs Division Initiatives -
Confidential Draft
Merit Budget
Tech Tips
MDR Technology Recommendations
1999-2000 Strategic Plan Working Draft

1. Academic Affairs Policy Letters

Doug Haneline distributed draft copies of the following Academic Affairs policy letters:

- *Management and Use of University Instructional Space* – The deans discussed at length the issues of faculty unfamiliar with technology and equipment in the classrooms (computers, networks, overheads, etc.) It was determined that these issues may require a separate policy. It was noted that no Committee has been established as indicated on page 3 -- references to a committee will be deleted. It was also noted that colleges do not notify the registrar's office of non-assignable instructional space usage.
- *Adjunct Clinical Faculty Approval Procedures* – Omit reference to annual reporting in paragraph 2 since no reports have been submitted to date and they haven't been missed!
- *Post-Course Retention of Student Materials* – Deans discussed this draft at length and noted that there currently is no university policy regarding the length of time a student has to appeal a grade. Retention of grade books/records was also discussed. It was suggested that the old faculty handbook might contain wording on retention of grade books.

2. More Academic Policy Letters

Tom Oldfield is updating the Academic policy letters that were distributed and discussed at the August 10, 1999 Deans' Council meeting. More review is needed on the internet/distance learning policy, which may need to be separated into two policies.

3. Academic Affairs Web Page

Doug Haneline informed Deans' Council that he would be overseeing the updating of the Academic Affairs web page. Areas to be featured include: Center for Teaching, Learning, and Faculty Development, articulation, assessment, grants, International Affairs and program review.

There was discussion on standardizing/review of FSU web pages. Doug Haneline indicated that Dale Hobart is establishing a committee to review style, but no committee has been established to review content. It was suggested that a disclaimer be included on the FSU homepage for the content of individual faculty pages, etc.

4. AAHE Conference

Doug Haneline distributed a flyer on the AAHE Conference on Faculty Roles and Rewards and asked the deans whether it's beneficial to send teams to conferences such as this. He noted that a FSU group attended last year. Several deans indicated that sending a team is worthwhile, but some method of reporting back to the campus community is an important component. The deans indicated there may be other conferences more worthwhile than this specific AAHE Conference.

5. Academic Plan – Status Report/Discussion

Barbara Chapman distributed a copy of the "Proposed Academic Initiatives" grid and noted that the document is a CONFIDENTIAL DRAFT. She asked the deans to review and send comments back to her.

She also distributed a copy of the "Academic Plan - Proposed Academic Affairs Division Initiatives" and also noted it was a CONFIDENTIAL DRAFT.

Dr. Chapman noted that she would be meeting with the Senate next week, but doesn't plan to distribute the grid. She hopes to have a draft of the Academic Plan ready in September for distribution to faculty for their input.

6. Assessment of Prior Learning - Workgroup Update

Isabel Barnes reported that the workgroup has met and discussed whether assessment of prior learning was a new process and what types of approval would be needed. The workgroup determined it was an update to an existing process since assessment of prior learning was used by Extended Learning in the past. The workgroup is reviewing models from other universities, as well as the one used by Ferris.

7. Possible Process Review Team: Curriculum/Program Review and Approval

Dr. Chapman informed the deans that she would be naming a process review team to assess the curriculum/program review and approval process. The team will be asked to review how the process might move more quickly. She plans to include several individuals from among faculty, deans, department heads and program directors. She has talked with Cindy Konrad about the team and will ask her to suggestion faculty members. Dr. Chapman would like the team up and running this fall. If deans have any suggestions, comments on a charge, etc., please send them to her.

8. Technology Update

Richard Cochran distributed copies of the Merit budget, copies of *Tech Tips*, and MDR Technology recommendations. There was much discussion on the cost increase for use of Merit services. It was noted that FSU may need to look at another company for internet connectivity, but others don't provide service throughout the state like Merit. NetWare costs were funded centrally by Academic Affairs and will be done so again this year. The President's view of cost distribution is to pass the cost on to the units who use it. Bay Networks (now called Nortel) is still another cost, which is based on switching equipment in each area. IS&T had requested dollars in their UAP to assume that cost, but it wasn't funded, so those costs also will be passed along to the units who use it.

9. FY 2001 Planning Process

Dr. Chapman asked deans to please reserve the mornings of November 22 and 23 for informal UAP hearings with the VPAA. She distributed the 1999-2000 Strategic Plan Working Draft endorsed by the Board of Trustees on August 13, 1999 and urged the colleges to begin the UAP process using this document.

10. Off-Agenda Items

Dr. Chapman noted that the UCC forwarded the Bachelors in Integrative Studies to the Senate for approval.

The deans asked whether the Academic Kick-Off Week schedule was sent to faculty home addresses – most colleges sent them to home addresses with the exception of Pharmacy and Optometry because they have 12-month faculty.

Tom Oldfield asked the deans to make sure all their Futures Conference activities have been scheduled for rooms, pick up for speakers, etc. Please review preparations and let Tom know of any changes.

Tom Oldfield will send the Y2K final report via Lotus Notes.